King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 2 **Physical Plant**	
2.01.006, Installation of Permanent Fixtures, Appliances, and Mechanical Devices	Approved By:	Director Allen Nance
	Effective Date:	August 28, 2024
	Reviewed By:	PRC
	Review Date:	July 10, 2024

Purpose
To outline procedures for the installation of permanent fixtures, appliances, and mechanical devices in department facilities.

Policy
It is the policy of the department that purchases and installations of all permanent fixtures, appliances, and mechanical devices shall be reviewed by the Department of Executive Services, Facilities Management Division (FMD) for compatibility with existing systems and power sources. The FMD Building Operations Supervisor shall be consulted prior to all installations being performed. It is also the policy of the department that staff shall review all installations for compliance with the security/operational needs of the department.

References
Federal: Prison Rape Elimination Act (PREA), Standard 115.18
Department Policies: 1.02.011. Supplies and Purchasing
6.04.001, Prison Rape Elimination Act (PREA)
JCpreaP-9.007-2018

A. General Guidelines
1. All purchases shall be made following department policy 1.02.011. Supplies and Purchasing.
2. All installations shall be scheduled through the Maintenance and Supply (M&S) sergeant/Chief of Operations and shall be performed by FMD personnel, except as indicated below.
3. Outside contractors shall only be used when the FMD Building Operations Supervisor and the Facility Commander/Division Director or designee agree to the installation. Factors that shall be considered for a contractor installation are:
   a. Timeliness
   b. Specific expertise
   c. Emergencies
   d. Warranties
4. A King County Information Technology (KCIT) Help Ticket shall be created, and the modification approved by KCIT prior to any computer system being modified, moved, or altered in any fashion.

B. Procedure
1. Department staff shall submit all requests for facility equipment installations or modifications to the appropriate M&S office for the Adult Divisions and the Chief of Operations for the Juvenile Division. Requests are required to be submitted in writing.
2. The M&S sergeant/Chief of Operations shall:
   a. Review all requests for compliance with the security/operational needs of the facility.
   b. Forward the request to the Facility Commander/Division Director via the chain of

command for review and approval. This may include a review by the division's Security-Operations Committee.

c. Forward all reviewed and approved requests to the FMD Building Operations Supervisor for review.
d. Coordinate and schedule the equipment installations/modifications.
e. Respond to the requesting staff member regarding the status of their request.

3. The FMD Building Operations Supervisor shall review the request for compatibility with electrical, plumbing, and mechanical systems within the facility.